
March 30, 2007: 1st QUARTER MASS MAIL REPORT DUE APRIL 16th

Dear Colleague:

Public Law 104-197 (2 U.S.C. 59(h)) requires that there shall be published in the Quarterly Statement of Disbursements of the House of Representatives a summary tabulation setting forth, for the office of each Member, the total number of pieces of mass mail mailed during the quarter and the total cost of those mass mailings. Each such tabulation must also include the total cost and the total number of pieces divided by the number (as determined by the Postmaster General) of postal delivery stops (other than business delivery stops) in the congressional district from which the Member was elected.

To insure compliance with this requirement, every Member must file a Mass Mail Report at the close of each calendar quarter. This report must be filed with the Office of Financial Solutions, Financial Counseling Department, (Finance Office) within 2 weeks of the close of the reporting period. Note: The report must be filed even if you did not mail any mass mailings during the reporting period.

The report for the 1st quarter of 2007 (January 3, 2007 through March 31, 2007)

is due on

April 16th, 2007.

For your convenience a copy of the Mass Mail Reporting Form is printed on the reverse side. The form is also available on HouseNet at:

<http://cha.house.gov/docs/quarterlymassmailform.pdf>

or,
upon request, from the Finance Office at x57474.

Please
submit your completed report form to the Finance Office (263 CHOB) by close of
business on Monday, April 16th.

If you have any questions
regarding the preparation of your report, please contact the Franking
Commission majority staff at x57666 or minority staff at x60647.

Sincerely yours,

/s

Juanita Millender-McDonald

Member of Congress

QUARTERLY MASS
MAIL REPORTING FORM

The U.S. House of Representatives (House) is required to
publish in the quarterly Statement of Disbursements of the House a summary
tabulation setting forth for the office of each Member of the House (Member)
the total number of pieces of mass mail mailed during the corresponding
quarter, the total cost of those mass mailings, and the average cost and number
of pieces per Private Delivery Stop (PDS) in the Member's district. [2 U.S.C.

59(h)]. To fulfill this requirement, each Member is required to file a Quarterly Mass Mail Report at the close of each calendar quarter, stating the total number of pieces of mass mail and the total cost of such mass mailings mailed under the Member's congressional frank during the quarter.

This report must be filed with the Finance Office within 2 weeks after the close of the quarterly reporting period.

Note: The Statement of Disbursements will also include a list of those Members who fail to comply with this reporting requirement.

Member's Name (please print or
type)

State

District

Office
Mail Account Number

2007

1st Quarter

January 3, 2007 - March, 2007

Year

Calendar Quarter

Reporting Period

Description of Mail Piece[1]

Date(s) of

Mass Mailing

Number of

Pieces Mailed

Costs

001

2

3

4

5

6

7

8

9

10

11

13

14

15

Totals

Please submit your completed form
to the

Finance Office

263 Cannon House Office Building